

IDIS

(Illinois Disclosure Information System)

Version 1.2

Electronic Filing Training Manual

Fall - Winter

2005 – 2006

Revised October 2005

This IDIS Instruction Manual is updated periodically. The latest version is always available for download from our website.

If you are unsure if you have the latest version, please check our website or call this office. The date the manual was last updated will appear in the lower right corner of the cover page.

This manual includes an explanation of all additional features for IDIS version 1.2 which was released May 2002. If you do not have the new IDIS software version 1.2, please contact us or download it from our website.

If you have any suggestions for improving this manual, please call or e-mail.

TABLE OF CONTENTS

TOPIC PAGE

Help	
Installing IDIS (version 1.2)	1
Filer Identification Number	3
Electronic Report Notifications	4
Getting Started	5
Entering Names and Addresses	6
Creating a Report	7
Saving Your Committee File	8
Creating a Back Up Diskette	9
Entering Receipts and Expenditures	10
Changing or Deleting Receipts or Expenditures	11
Entering Lump Sum Receipts (Fundraisers)[may also enter lump sum expenditures]...	12
Repaying a Loan	13
Forgiving a Loan.....	14
Increasing (or Decreasing) the Value of an Investment	15
Liquidating an Investment	16
Previewing or Printing a Report	17
Working on Multiple Reports	18
Amending a Report	19

TABLE OF CONTENTS (CONT.)

Checking Validation	20
Entering a Filed On Date When a Report is Completed	21
Uploading a Filing	22
Communication Settings (for version 1.2)	24
Creating a Final Report	25
Creating a Statement of Organization	26
Printing of Names and Addresses (Mailing Labels)	27
Printing Receipts	28
Printing Expenditures	29
Printing Settlements/Adjustments	30
Purging and Restoring Data	31
Importing Names and Addresses	32
Creating the Semi Annual Reporting Period for the Last Half of 2005	34
Creating the Pre-Election and Semi Annual Reporting Periods for the First Half of 2006	35
Creating the A-1 for the March 21, 2006 Primary Election	36
Tips for Using IDIS	38

HELP!!!!

We encourage you to call us with any questions or problems you may have. We can help with most of the problems you might encounter. If we are unable to answer your questions, we will help you to get in touch with NIC Technologies, the IDIS software developer. We will continue to work with you until your problem is solved.

STATE BOARD OF ELECTIONS

Springfield Office

Phone Number – 217-782-4141

Fax Number – 217-782-5959

Chicago Office

Phone Number – 312-814-6440

Fax Number – 312-814-6485

E-mail Address – webmaster@elections.state.il.us

Electronic Help is also available by clicking on HELP at the top of the screen. Note in particular ‘Examples of Transactions – Step-by-Step Procedures’.

You may also contact NIC Technologies. You may reach NIC as follows:

NIC TECHNOLOGIES

Telephone Number -- 703-861-4715

E-mail address -- techsupport@nicusa.com

Web site-- <http://www.nicusa.com>

INSTALLING IDIS (version 1.2)

For Internet Installation, complete steps 1 through 6 below.

1. Single left click on Download IDIS Electronic Filing Software Version 1.2.
2. Single left click on IDIS Software Version 1.2
3. Check 'Save this program to disk' and click OK.
4. 'Save As' box will appear. Save in 'C'. File name is IDISv12. Click Save.
5. After download is complete, click open.
6. Follow steps 2 through 6 below to complete Internet Installation.

For CDROM Installation, complete steps 1 through 6 below. To complete Internet Installation complete steps 2 through 6 below.

1. Insert CDROM and wait approximately 10 seconds.
2. Single left click on NEXT in 'Welcome' screen.
3. Single left click on NEXT in 'Installation Directory' screen which highlights C:\IDIS.
4. Single left click on NEXT in 'Select Shortcut Folder' screen which highlights *Illinois Applications*.
5. Single left click on FINISH in 'Ready to Install' screen. (You will see pages move left to right.)
6. Single left click on FINISH in 'Finished' screen.

Or For Diskette Installation, complete the following steps 1 through 6:

1. Insert diskette 1 of 2 into disk drive.
2. Single left click START from Windows task bar. The START menu pops up.
3. Single left click on the RUN option from the START menu. The RUN dialog box appears.
4. Type **a:\IDISv12.exe** and click OK.
5. Follow steps 2 through 5 as outlined in ***CDROM and Internet Installation***.
6. When INSERT DISK window appears, put in diskette 2 of 2 and click OK. When setup is complete, click FINISH.

To open the IDIS program, single left click START, single left click PROGRAMS, single left click ILLINOIS APPLICATIONS, and single left click IDIS. If you want to create a SHORTCUT TO IDIS icon, follow steps 7 through 14. You may use either method to open the IDIS program.

7. Single right click on START located in the lower left corner of your screen.
8. Single left click on EXPLORE.
9. Scroll upward and locate IDIS folder.
10. Single left click to open IDIS folder.
11. Single left click on IDIS.EXE.
12. Now single right click on IDIS.EXE.

13. Single left click on CREATE SHORTCUTS (note that this will now highlight in the bottom right of your screen.)
14. Single left click on the highlighted Shortcut to IDIS.EXE, hold and drag outside to open area of your main screen. You should now have an icon which reads 'SHORTCUT TO IDIS'.

***YOU ARE NOW READY TO BEGIN USING YOUR IDIS PROGRAM.
AFTER CREATING THIS SHORTCUT, YOU NEED ONLY DOUBLE
LEFT CLICK ON THIS ICON EACH TIME YOU OPEN THE
PROGRAM.***

FILER IDENTIFICATION NUMBER

You may use the IDIS electronic filing software without obtaining a Filer Identification Number. However, in order to file electronically, each committee must have a Filer Identification Number.

To obtain a Filer Identification Number (FID), contact the Springfield office of the State Board of Elections by calling 217-782-4141. The FID number will be assigned by the computer after the following information is provided to the Board:

A password – The committee chooses its own password. It must be between 5 and 32 characters long, and it is case sensitive. The password may be changed by contacting the Board. It is recommended that a committee change its password if it has a change in officers or if anyone who had access to the password leaves the committee.

A contact person – At least one contact person must be designated by the committee. Two are recommended, but only one is required. Each contact person must supply a 9-digit number which is unique to that person. Most people use a social security number. The contact person may use any 9-digit number, but it should be one which the contact person can remember easily. In order to request any committee's electronic filing security information or change any of this information, the contact person must supply his 9-digit number. The contact person must also supply a telephone number where he may be reached during the day. An e-mail address is also requested.

After the FID number is assigned to a committee, a confirmation letter will be sent to the committee address. This letter will contain all information supplied by the contact person as well as the committee FID number. If any of the information in this letter is incorrect, the contact person should immediately contact the Board, so that it may be corrected. If all information is correct, the committee should retain the confirmation letter in a secure place.

Please call to obtain your FID number as soon as convenient. This will allow enough time for the confirmation letter to arrive prior to the filing deadline. This letter will normally be mailed the same day as the FID number is assigned.

The FID number must be entered into the filing committee information on the SPECIAL tab. When you enter the FID number, enter the letters FID plus the number with no spaces between them. (*i.e.* FID9999) The FID number assigned to a committee will never change; therefore, it is very important that the committee keep this information secure. Password and contact people may change with the proper notification, but the FID number remains with the committee.

ELECTRONIC REPORT NOTIFICATIONS

The State Board of Elections is offering political committees that file their disclosure documents electronically the option to receive their report notifications through an e-mail account. The normal procedure is that all report notifications and forms are sent by the U.S. Postal Service to the committee's address each time a semi annual or pre-election report is due. The Board also sends by U.S. Postal Service a reminder letter to each committee midway through the filing period if the committee has not as yet filed a report. A committee's acceptance of the e-mail option will reduce the expense of postage and printing for the Board and will avoid delivering forms not used by the committee.

The transmission of information to committees through e-mail is **only** for report notifications. All other informational materials sent by the Board will continue to be sent via U.S. Postal Service. If a committee chooses to receive report notifications through an e-mail account, the e-mail will serve as the official notification from the Board. The committee will no longer receive report notifications and forms by regular mail.

In order to use the e-mail option, an authorization form must be signed. The authorization should be signed by the treasurer, chairman, or candidate for a candidate committee or the treasurer or chairman for all other political committees. As with paper notifications, only one e-mail address notification can be sent per committee. If your committee is not currently receiving e-mail notifications and is interested in doing so, please contact the Springfield office at 217-782-4141 and an authorization form will be sent to you to complete.

GETTING STARTED

This training manual will help you by outlining step-by-step how to do the most common tasks in IDIS. It, by no means, covers everything you may need to know. If you have any questions, please call the State Board of Elections and ask for the Campaign Disclosure Division.

KEEP IN MIND, this program is based upon reporting periods. No actual data may be entered unless a reporting period is created in the **REPORTS** window. To enter data into a particular report, that report must be highlighted.

To begin, single left click **FILE** and **NEW**. A window will open and you will select the type of committee. Click **OK**. Enter information for the filing committee in **INDIVIDUALS/ORGANIZATIONS** window and the phone number (optional) and Filer ID (if it has been assigned, if not, you may enter it later) on the **SPECIAL** tab. Click **OK** and you will see the **REPORT TYPE** window.

At this point, you may choose to create the report you will be working on, or you may go back to **INDIVIDUALS/ORGANIZATIONS** and enter names of individuals, banks, companies, or political committees (any entity you will be using). To access **INDIVIDUALS/ORGANIZATIONS** window, single left click on the **VIEW** menu at the top of the screen. Then single left click on **INDIVIDUALS/ORGANIZATIONS**. The **VIEW** menu may always be used to access a particular window. If the window is already up, but not active, you may also activate it by clicking anywhere in that window.

ENTERING NAMES AND ADDRESSES

1. Single left click on VIEW from the Main Menu.
2. Select INDIVIDUALS/ORGANIZATIONS.
3. Single right click and select NEW in INDIVIDUALS/ORGANIZATIONS window.
4. Single left click on type of entity from TYPE tab.
5. Single left click on DETAILS tab and enter information.
6. Single left click on SPECIAL tab and enter information.
7. Click OK.
8. Repeat process for each entity you want to enter. (Names and addresses may also be made 'on the fly' as you enter receipts and expenditures.)
9. Entries into INDIVIDUALS/ORGANIZATIONS will remain in the committee's file – they will never have to be re-entered.
10. You may change information for an INDIVIDUAL/ORGANIZATION, such as address or employer/occupation information, by highlighting entity, double clicking left or single right clicking and selecting MODIFY.
11. Take care NOT to enter an entity more than once. If you do, you may delete the entity if nothing is tied to it. If a transaction is tied to it, you will have to delete the transaction before you delete the entity.

CREATING A REPORT

1. Single left click on VIEW from Main Menu.
2. Select REPORTS.
3. Single right click in REPORTS window and select NEW.
4. Single left click on type of report from REPORT INFORMATION window.
5. Click OK.
6. Enter reporting dates. (Dates must be entered using / or - .) (month/day/year)
Take care to read instructions carefully when entering dates for a semi annual report when a pre-election report has already been created.
7. Select signer of report. The signer should be the treasurer or candidate. If the name has been entered previously, just highlight it. If not included in SIGNED BY window data, single right click in window and complete information in INDIVIDUAL/ORGANIZATION window. When finished with DETAIL and SPECIAL tabs, click OK. You have now established a REPORT SIGNER.
8. Click OK – REPORTS window will appear with report just entered, highlighted.

If it is necessary to include any additional written explanation for a particular report, this may be done in the REPORT INFORMATION window. Click on the 'Additional Information' tab. Up to 4000 characters may be entered and filed with each report, except a Schedule A-1. Use of this text field should be restricted to explanations on amended reports, and any other information necessary to provide further clarification of reported transactions. This text shall be in addition to a complete report; it is NOT to be used in lieu of complete reporting or itemization.

SAVING YOUR COMMITTEE FILE

1. Soon after entering the name and address of the filing committee, we recommend you save the committee file. If you are using the automatic timed back up feature, a SAVE AS window will pop up after ten minutes.
2. If you are not using the automatic timed back up option, single left click on SAVE button on the Tool Bar or single left click on FILE from the Main Menu and then single left click SAVE. This will bring up the SAVE AS window.
3. If 'Idis' does not appear in the SAVE IN field, we recommend that you use the arrow next to the field, and select the C Drive and 'Idis'. If 'Idis' does appear in the SAVE IN field, go to step 4. Do not save the file on a network. Saving data on a network may corrupt the data.
4. Enter the committee name or shortened version of the name in the FILE NAME field. Click SAVE.
5. If you are not using the automatic timed back up feature, please click SAVE button on the Tool Bar often. To use the automatic timed back up feature, click on EDIT and make sure there is a check mark beside 'Auto Save'.
6. By saving under the committee name, you can find the file easily each time you open your file. To locate and re-open your file after you have closed it, simply single left click on FILE from the Main Menu. Your committee should be listed under Recent Files or between Print Setup and Exit. Single left click on your file to open.

CREATING A BACK UP DISKETTE

1. Before exiting the program, make certain that you have saved all of your work in your file in your computer. Make sure that you have clicked on the SAVE button on the Tool Bar. If the SAVE button is grayed out, all data has been saved.
2. After saving all of your data in your computer (on the hard drive) and before exiting the program, we recommend that you save your data to a diskette each time you exit the program.
3. Put a diskette in the diskette drive (A drive).
4. Single left click on FILE from the Main Menu.
5. Single left click on SAVE AS.
6. Where it reads SAVE IN, use the drop down menu and find '3 ½ Floppy'.
7. Single left click on '3 ½ Floppy.' '3 ½ Floppy' should now be in the SAVE IN field.
8. Click SAVE.
9. Exit the program.
10. Remove the diskette, label it and keep it in a safe place.
11. Your data will be saved onto the diskette in case there is a problem with your computer.
12. When you reopen your file to work another time, do not use the '3 ½ floppy'. This diskette will only be used if somehow data is lost from your computer or if you choose to work on a different computer and want to transfer the data to another computer.

ENTERING RECEIPTS AND EXPENDITURES

1. Make sure the report you are working in is highlighted on the REPORTS window.
2. Then single left click on VIEW from the Main Menu.
3. Select SUMMARY PAGE.
4. Complete CASH AVAILABLE by double left clicking, or single right clicking and selecting NEW and then entering first date of reporting period and amount. When entering amounts, do not use dollar signs or commas. (CASH AVAILABLE will be carried from report to report, but may be adjusted by adding or subtracting an amount using CASH AVAILABLE.)
5. Double left click, or single right click on type of entry and select NEW. (Individual contribution, transfer in, loan, etc.)
6. Complete ITEM INFORMATION window and any tabs. (The number of tabs will vary and the information asked for will vary, depending upon type of transaction. Complete all tabs.)
7. When choosing entity (contributor, lender, vendor, etc.), always make sure the entity has not been previously entered. You can check by scrolling or by left clicking and entering the first few letters of the name. If the entity is there, highlight it. If the entity is not there, right click once to add the name to the data base by bringing up the INDIVIDUALS/ORGANIZATIONS window. Complete all tabs for the new entity.
8. Click OK to add the new entity to the INDIVIDUALS/ORGANIZATIONS window.
9. Click OK again to add the new receipt or expenditure.
10. The transaction is added and the amount will appear on the SUMMARY PAGE.
11. To make additional entries of receipts or expenditures, repeat the same procedures.

CHANGING OR DELETING RECEIPTS OR EXPENDITURES

1. If you want to view, change, or delete a particular receipt or expenditure while still in that reporting period, single left click VIEW.
2. Single left click either RECEIPTS or EXPENDITURES.
3. The list of all receipts or expenditures will appear. Receipts and expenditures may be ordered by LINE # by single left clicking on gray bar which reads LINE #, by date by single left clicking on gray bar which reads DATE, alphabetically by single left clicking on gray bar which reads INDIVIDUAL/ORGANIZATION, and by amount by single left clicking on gray bar which reads AMOUNT.
4. To change a receipt or expenditure, highlight, then either single right click and choose MODIFY, or double left click on entry.
5. Make the change.
6. Click OK. A box will appear asking 'Are you sure you want to replace this object?'. Click YES.
7. To delete a receipt or expenditure, highlight, then single right click and choose DELETE.
8. Delete the entry. Only the transaction will be deleted. The name and address will still be in the data base.
9. To make additional entries of receipts or expenditures, return to the SUMMARY PAGE. If the SUMMARY PAGE is not visible, either single left click VIEW, then WINDOWS to organize them, or single left click VIEW, then select SUMMARY PAGE again.

ENTERING LUMP SUM RECEIPTS (FUNDRAISERS) [may also enter lump sum expenditures]

1. A lump sum from a fundraiser (small amounts from pass the hat, ham and bean dinner, etc.) may be entered specifically as non-itemized.
2. Single left click VIEW and select SUMMARY PAGE.
3. Double left click on INDIVIDUAL CONTRIBUTIONS, or single right click and select NEW; then enter date and amount in ITEM INFORMATION window.
4. Single right click in INDIVIDUAL/ORGANIZATION window.
5. Select FUNDRAISER/MASS COLLECTION.
6. Single left click on DETAILS tab and enter whatever information you want; this information will not appear on the report; it is only for internal records.
7. Click OK.
8. A lengthy prompt will appear. If the amount exceeds \$150, click YES. If the amount is \$150 or less, click NO.
9. The amount entered will appear on 1b, not itemized.

(This same process may be used to enter a lump sum unitemized expenditure amount. Just select EXPENDITURES instead of INDIVIDUAL CONTRIBUTIONS.)

REPAYING A LOAN

1. To make a loan repayment or partial loan repayment, single left click on VIEW from the Main Menu.
2. Single left click on SETTLEMENTS/ADJUSTMENTS.
3. Highlight original loan and single right click.
4. Single left click on SETTLEMENT.
5. Enter date of repayment, amount of **principal** repaid, description, and check number (optional).
6. Single left click OK.
7. Repaid amount will automatically appear in part 8 as a loan repayment. 'Debt and Obligation' in Section C and on Schedule C will be automatically reduced.
8. **Interest** repayment must be entered separately from SUMMARY PAGE as part 8 expenditure.

FORGIVING A LOAN

1. To forgive a loan or partially forgive a loan, single left click on VIEW from Main Menu.
2. Single left click on SETTLEMENTS/ADJUSTMENTS.
3. Highlight original loan and single right click.
4. Single left click on SETTLEMENT.
5. Enter date of forgiveness, amount of forgiveness, and description.
6. Check box which reads 'The amount above forgives (part of) the related debt'.
7. Single left click OK.
8. 'Debt and Obligation' in Section C and Schedule C will be reduced by forgiven amount. Note indicating forgiven amount will appear on Schedule C. No amount is expended; therefore, no expenditure is shown in part 8 expenditure.

INCREASING (OR DECREASING) THE VALUE OF AN INVESTMENT

1. To increase or decrease the value of an investment, single left click on VIEW from Main Menu.
2. Single left click on SETTLEMENTS/ADJUSTMENTS.
3. Highlight original investment and single right click
4. Single left click on (NON-CASH) ACCRUAL.
5. Enter date, amount of increased or decreased (-) value, and description. May enter each increase or decrease separately or may enter total six month increase or decrease in value once on 6/30 or 12/31.
6. Single left click OK.
7. New value of investment will be reflected on Investment Total Line and on Investment Schedule.

LIQUIDATING AN INVESTMENT

1. To partially or completely liquidate an investment, single left click on VIEW from Main Menu.
2. Single left click on SETTLEMENTS/ADJUSTMENTS.
3. Highlight original investment and single right click.
4. Single left click on (NON-CASH) ACCRUAL.
5. Enter date of liquidation, increase in value from the last value shown for that investment, and description.
6. Left click OK.
7. From SETTLEMENTS/ADJUSTMENTS window, highlight and single right click on original investment.
8. Single left click SETTLEMENT.
9. Enter date of liquidation, liquidated amount, and description.
10. Left click OK.
11. Liquidated amount will automatically appear in part 4, Other Receipts, and current value will be reflected on Investment Total Line and on Investment Schedule. If investment has been entirely liquidated, that value will be \$0.
12. Always preview the report to see that investment totals are appearing as you intended.

PREVIEWING OR PRINTING A REPORT

1. The button directly to the left of the check mark on the tool bar allows you to look at the report you are working on. You can view this report at any time.
2. Single left click on the button to view the report. You may use the arrows or the scroll bar on the right side of the window to view the entire report.
3. The report may also be printed at any time. To print the report, click on the printer button on the ILPRINT window.
4. If you are working on a pre-election report, or a statement of nonparticipation, you are given the option of viewing the report as a statement of nonparticipation, a pre-election report, or a complete report. (When you are actually filing the report, you may only file it as a statement of nonparticipation or a pre-election report; a complete report may not be filed as a pre-election report even though you may have entered all expenditures, debts and obligations, and any investment information. The expenditure, debt and obligation, and investment information will be uploaded when you file your semi annual report.)
5. If a copy is required to be sent to the county clerk(s), print the statement of nonparticipation or pre-election report exactly as it was filed with the Board. (Do not send a pre-election report to the Board and a complete report to the county clerk; they should be identical.)
6. Remember to sign and date the printed report before filing the copy with the county clerk.

WORKING ON MULTIPLE REPORTS

(i.e. You are entering information for the pre-election report and the semi annual report. Note on the REPORT INFORMATION window, when creating the reporting period for a semi annual report, enter the date after the close of the pre-election report as the first date of the semi annual report. The semi annual report will pick up information for the entire six month period.)

1. If no FILED ON dates have been entered, entries may be made into more than one report. However, the reporting period you are making entries into must be highlighted on the REPORTS window.
2. The STATUS BAR in the bottom right hand corner of the window will tell you what reporting period you are currently working in.
3. If the STATUS BAR is not visible, single left click on the Main Menu and select STATUS BAR. This will place a check mark next to STATUS BAR in the Drop-down Menu, and it will be active.

AMENDING A REPORT

1. After a report has actually been filed with the Board, to change information within that reporting period, you must create an amended report.
2. Single left click on VIEW from Main Menu and select REPORTS.
3. Highlight the report to be amended.
4. Single right click and select AMEND.
5. If any changes are to be made to dates, make the changes and click OK. Otherwise, simply click OK and the amended report will have been created.
6. You may add new receipts, expenditures, etc. as described in *Entering Receipts and Expenditures*.
7. **To change a receipt or expenditure on an amended report, follow these steps:**
 - a. Select RECEIPTS or EXPENDITURES from VIEW.
 - b. Highlight the entry and single right click.
 - c. Select CORRECTION.
 - d. Make change and click OK.
 - e. The old entry will be crossed out and the new entry will appear.
8. **To delete an entry on an amended report, follow these steps:**
 - a. Select RECEIPTS or EXPENDITURES from VIEW.
 - b. Highlight the entry and single right click.
 - c. Select CORRECTION.
 - d. Change the amount to \$0 and click OK.
 - e. The old entry will be crossed out and the new entry will appear with a \$0 value.
 - f. This \$0 value must be unitemized. Since you cannot have a \$0 value appearing on a schedule, if a 'u' (which indicates unitemized) does not appear beside the part number for the RECEIPT or EXPENDITURE, complete the following steps.
 - g. Highlight the corrected entry in the RECEIPTS or EXPENDITURES window, single right click and select ITEMIZED.
 - h. A message will appear regarding this manual de-itemization.
 - i. Click YES button.
9. After you have made all changes on the amended report, enter the FILED ON date and complete the same upload process as with the original report.
10. All reports, except for an A-1, may be amended electronically. If you need to amend an A-1 filing, submit to us in writing a detailed explanation of the change.

CHECKING VALIDATION

1. The VALIDATION feature is used to check for incomplete information on your report. It tells you what information, which is required by law, may have been forgotten.
2. The button on the Tool Bar with the check mark is the validation button. Single left click on it at any time.
3. Validation will at any given time, tell you what errors exist in the report you are working on.
4. An error designated as level 8 or level 12 will not allow you to actually file the report. The only level 8 errors are; no filed on date, missing address information for the filing committee, missing investment description, missing inkind contribution description, itemized zero or negative entries, and no filer identification number. (The filer identification number must be entered into the filing committee's information in the INDIVIDUALS/ORGANIZATIONS window.)
5. An error designated as level 4 should be corrected, if possible, but the report may be filed with level 4 errors. Level 4 errors are such things as incomplete addresses, missing purposes for expenditures, and missing employer and occupation for individual contributions exceeding \$500.
6. When uploading a report for filing, the program will automatically run validation for you and advise you of missing information.
7. If you have level 8 errors, you will be instructed to correct those errors.
8. If you have level 4 errors, it will ask you if you want to correct them or file the report with level 4 errors. If you want to correct the level 4 errors, you must remove the FILED ON date, make the corrections, and then re-enter the FILED ON date. (However, if the level 4 error you are correcting is only incomplete address information, you need not remove the FILED ON date first. A change in the INDIVIDUALS/ORGANIZATIONS window will be picked up without removing the FILED ON date.)
9. It is helpful if you check the validation periodically.
10. The VALIDATION window may be printed to more easily identify and correct errors.

ENTERING A FILED ON DATE WHEN A REPORT IS COMPLETED

1. Single left click on VIEW from Main Menu.
2. Select REPORTS.
3. Highlight the report and right click once.
4. Select FILE REPORT.
5. Enter a date; it must be a date after the close of the reporting period, and it must be a later date than the last FILED ON date of any other report. **This does not actually file the report;** it closes the reporting period and does not allow any changes to be made. **To actually file a report with the Board of Elections, complete steps outlined in *Uploading a Filing*.** If the FILED ON date has been entered, but the report has not actually been filed with the Board, you may make changes in that report by removing the FILED ON date. This is done by again single right clicking on the report, selecting FILE REPORT and removing the date. After the change is made, simply re-enter the FILED ON date before uploading.

UPLOADING A FILING

1. If you are filing via the internet, log on. You need only log on; you do not have to access the Board website.
2. After you have logged on, single left click the button on the Tool Bar found immediately to the right of the check mark. This is the **UPLOAD** button. Remember, you must have entered the filer identification number on the **SPECIAL** tab of the filing committee's information and you must have entered a **FILED ON** date. And the report you intend to upload and file must be highlighted.
3. If the report is a pre-election report or statement of nonparticipation, you must choose whether this report is to be filed as a pre-election report or as a statement of nonparticipation. Then click **OK**.
4. When uploading a report for filing, the program will automatically run validation for you and advise you of missing information. If the report has level 8 errors, you will be instructed to correct those errors. If the report has level 4 errors, it will ask you if you want to correct them or file the report with level 4 errors. If you want to correct the level 4 errors, you must remove the **FILED ON** date, make the corrections, and then re-enter the **FILED ON** date.
5. When the report passes validation and you are ready to continue to upload the filing, the **SETTINGS** window will appear. If this is an internet or modem filing, enter the committee password, an e-mail address and/or a fax number to which the receipt will be immediately transmitted, and the method of filing into the **UPLOAD** tab. The methods of filing are outlined below:
 - a. **TCP/IP** is internet filing. You must be logged onto the internet.
 - b. **DIALUP** is filing using a modem. (May be used if you do not have internet access or if you have problems with your internet connection).
 - c. **A and B** are diskette filings. (Diskette filing is the least preferred electronic filing method. If you are filing by diskette, complete the **UPLOAD** process. Include the name of the committee on the diskette label. Include a letter with your filer identification number and password. This letter will be destroyed after the report is filed by Board staff). With a diskette filing, you need only complete the **Filing Method** from the **Settings** window.
6. Click the **CONFIGURE** tab. Complete all active fields. After the first filing, if the same computer is used and if no new version has been downloaded, you should not have to complete the **CONFIGURE** tab again. (Specific **COMMUNICATION SETTINGS** are included in the following section.)
7. Click **OK**.
8. You may be asked to move the mouse in the window.
9. Messages will begin to appear. You will have filed your report, if the last message you see is **SUCCEEDED** or **ACCEPTED**.
10. You will be notified immediately either by e-mail, fax, or both (depending upon

what was entered into the SETTINGS window) as to whether your filing was accepted. Normally if the filing was not accepted, you will not receive a receipt. However, under certain circumstances, you may receive an e-mail or fax receipt, even if the filing was NOT accepted. Please read your receipt very carefully as it will tell you whether or not your filing was received and accepted. You should keep this receipt in your records, as no paper receipt will be sent for an electronically filed report.

11. If the filing was unsuccessful, you will receive a message on the UPLOAD window which says FAILED. If you are unable to interpret the messages which accompany the FAILED message, please call us.
12. We recommend that you check the LATEST ELECTRONICALLY FILED DOCUMENTS link from the Board website at www.elections.state.il.us. If your report is successfully filed, it will be listed within five minutes of filing.

COMMUNICATION SETTINGS (for version 1.2)

When you upload a filing for the first time on a computer, you must enter certain information into the communication settings. There are three electronic filing methods; via the Internet, by dialup, and by diskette. If you enter incorrect or no information, you may be unable to file electronically. After these settings are entered into your computer, you will not have to redo them for subsequent filings. For subsequent filings, you will only have to enter the committee password. (Exception: If a new version has been downloaded, you must re-enter the settings.) You do not need to set Communication Settings if you are filing by diskette; however, you do have to complete the upload process. You cannot simply save the file to a diskette and send it to us. Following are the Communication Settings which will have to be entered for Internet and dial-up filings.

*****Filing via the Internet – Select TCP/IP and complete required fields on both tabs:**

Upload tab

Password – Enter the committee password.

ID – Filer Identification Number should already be in the field.

Fax and e-mail – Enter your fax number and/or e-mail address. This is where your receipt will be sent when a report is received by the Board. Read this receipt carefully, as occasionally there may be a problem with the filing. This receipt will tell you whether the report passed validation and was successfully filed.

Filing Method – Select TCP/IP.

Configure tab

TCP/IP hostname – www.elections.state.il.us

Agency ID – IL

*****Filing by Dialup – Select Dialup and complete required fields on both tabs:**

Upload tab

Password – Enter the committee password.

ID – Filer Identification Number should already be in the field.

Fax and e-mail – Enter your fax number and/or e-mail address. This is where your receipt will be sent when a report is received by the Board. Read this receipt carefully as occasionally there may be a problem with the filing. This receipt will tell you whether the report passed validation and was successfully filed.

Filing Method – Select Dialup.

Configure tab

COM port – System will default to 2. If your modem is connected to a different port number, you must change the default setting to fit your computer.

Baud rate – Default figure is normally acceptable.

Dialup string – ATDT12175575628

Agency ID – IL

*****Filing by Diskette requires no configuration. But you must proceed through the Upload process in order to select A or B. You will then be instructed to put a clean diskette into the drive.**

CREATING A FINAL REPORT

1. If all reports within the semi annual reporting period have already been created and all information has been entered to bring the committee to a zero balance, enter a FILED ON date, but do NOT upload the filing.
2. From the REPORTS window, create a final report with the actual dates the final report is to cover. (i.e. 7/1/04 through 11/17/04). To create the final report:
 - a. Single left click on VIEW from the Main Menu. Select REPORTS.
 - b. Single right click anywhere in the REPORTS window and select NEW.
 - c. Single left click Final Report.
 - d. Enter exact dates covered by the Final Report and select Report Signer.
 - e. Click OK.
3. Enter a FILED ON date which is later than the last FILED ON date of the last report created. To enter FILED ON date:
 - a. Single right click on Final Report you just created.
 - b. Single left click FILE REPORT.
 - c. Enter FILED ON date.
 - d. Click OK.
4. UPLOAD and file the final report. (See *Uploading a Report*)
5. If a pre-election and/or semi annual report has not been previously created for the period of time to be covered by the Final Report, just create a Final Report with the actual reporting dates.

CREATING A STATEMENT OF ORGANIZATION

1. A D-1 may be created in IDIS, but it cannot be filed electronically.
2. The D-1 may be printed and mailed or faxed.
3. You may or may not wish to create a D-1 or amend a D-1 using IDIS. You may still use our paper D-1's if you wish. However, if your Date of Creation is during a reporting period, you must create a D-1 to establish your Date of Creation or the beginning date on your first report will appear as either 1/1 or 7/1.
4. The D-1 may be created by single left clicking VIEW from the Main Menu and selecting REPORTS.
5. Single right click and select NEW.
6. Select Statement of Organization and click OK.
7. Complete information on D-1 tab and click OK.
8. Complete information on SPECIAL tab and click OK and SUMMARY PAGE should appear. If it does not, single left click on VIEW from Main Menu and select SUMMARY PAGE.
9. To make an entry into any of the four lines, double click left and complete RELATIONSHIP INFORMATION window, or single right click and select NEW and then complete RELATIONSHIP INFORMATION.
10. When finished entering all candidates, officers, banks, etc., click OK.
11. In REPORTS window, make sure the D-1 is highlighted, then single right click and select FILE REPORT.
12. Enter FILED ON date.
13. You may now print the D-1 and mail it to the Board or the county clerk.
14. Any entity selected as an officer, candidate, custodian, or financial institutional will appear a second time in { } brackets in the INDIVIDUALS/ORGANIZATIONS window. To remove that link with the committee, remove the FILED ON date, and delete the entry showing in the { } brackets.

PRINTING OF NAMES AND ADDRESSES (MAILING LABELS)

1. Single left click on VIEW from the Main Menu.
2. Single left click on INDIVIDUALS/ORGANIZATIONS.
3. Single left click on FILE from the Main Menu.
4. Single left click on PRINT.
5. Make your selection and click OK.
 - a. ALL will select all entities.
 - b. You may select by LAST NAME, ADDRESS, CITY, STATE, or ZIP CODE and narrow that list by completing the FROM/TO fields.
 - c. You may select ENTITY TYPE by clicking in that circle, and selecting a type of entity from the drop down box.
 - d. If you select by ENTITY TYPE, all entities of that type will print. You cannot narrow your selection any further.

The selected items will print in three columns, ten entities to a column. To print labels, choose **Avery 5160**, 30 labels per sheet, 1" x 2 5/8".

PRINTING RECEIPTS

1. Single left click on VIEW from the Main Menu.
2. Single left click on RECEIPTS.
3. Single right click in RECEIPTS window.
4. Single left click on SELECT from edit drop down list.
5. SELECT box will appear. You may select by DATE RANGE, AMOUNT RANGE, and/or CHECK # RANGE. Check the box or boxes and put in the range. (You can select more than one variable. For example, you may choose both a DATE RANGE and an AMOUNT RANGE – Both boxes must be checked in order to select both.)
6. Click OK.
7. A SELECTED ITEMS window will appear which will include the items you have selected.
8. Single right click in SELECTED ITEMS window.
9. Single left click on SORT from edit drop down list.
10. Single left click on NAME, AMOUNT, DATE, or CHECK #. That will order the selected items. Click OK.
11. To view or print the selected items, single left click on FILE from the Main Menu.
12. Single left click on PRINT.
13. You can now preview the selected items. You may single left click on ZOOM IN to make them larger. You may view successive pages by single left clicking on NEXT PAGE.
14. To print the selected items, single left click on PRINT.
15. At that time, you may choose to print all pages, or you may select which pages to print.

All items you have selected will print. Lined-out items which have been corrected will also print. MEMO items (those filed on Schedule A-1s) will print, but will be identified by the word MEMO.

EXAMPLES:

To print a list of receipts during a certain period of time, select by DATE RANGE. Enter the range of dates. Click OK. Then SORT by DATE.

To print a list of receipts from a single contributor, select DATE RANGE only if you want to narrow the selection by date. If you would like a list of all contributions from contributors listed alphabetically, just sort by NAME, and go directly to the FILE menu and left click on PRINT.

PRINTING EXPENDITURES

1. Single left click on VIEW from the Main Menu.
2. Single left click on EXPENDITURES.
3. Single right click in EXPENDITURES window.
4. Single left click on SELECT from edit drop down list.
5. SELECT box will appear. You may select by DATE RANGE, AMOUNT RANGE, and/or CHECK # RANGE. Check the box or boxes and put in the range. (You can select more than one variable. For example, you may choose both a DATE RANGE and an AMOUNT RANGE – Both boxes must be checked in order to select both.)
6. Click OK.
7. A SELECTED ITEMS window will appear which will include the items you have selected.
8. Single right click in SELECTED ITEMS window.
9. Single left click on SORT from edit drop down list.
10. Single left click on NAME, AMOUNT, DATE, or CHECK #. That will order the selected items. Click OK.
11. To view or print the selected items, single left click on FILE from the Main Menu.
12. Single left click on PRINT.
13. You can now preview the selected items. You may single left click on ZOOM IN to make them larger. You may view successive pages by single left clicking on NEXT PAGE.
14. To print the selected items, single left click on PRINT.
15. At that time, you may print all pages, or you may select which pages to print.

All selected items on the EXPENDITURES window will print, including lined out items which have been corrected.

EXAMPLES:

To print a list of expenditures during a certain period of time, select by DATE RANGE. Enter the range of dates. Click OK. Then SORT by DATE.

To print a list of expenditures to a single vendor, select DATE RANGE only if you want to narrow the selection by date. If you would like a list of all expenditures to vendors listed alphabetically, just SORT by NAME, and go directly to the FILE menu and single left click on PRINT.

PRINTING SETTLEMENTS/ADJUSTMENTS

1. Single left click on VIEW from the Main Menu.
2. Single left click on SETTLEMENTS/ADJUSTMENTS.
3. Single right click in SETTLEMENTS/ADJUSTMENTS window.
4. Single left click on SELECT from edit drop down list.
5. SELECT box will appear. You may select by DATE RANGE, AMOUNT RANGE, and/or CHECK # RANGE. Check the box or boxes and put in the range.
6. Click OK.
7. A SELECTED ITEMS window will appear which will include the items you have selected.
8. Single right click in SELECTED ITEMS list.
9. Single left click on SORT from edit drop down list.
10. Single left click on NAME, AMOUNT, DATE, or CHECK #. That will order the selected items. Click OK.
11. To view or print the selected items, single left click on FILE from the Main Menu.
12. Single left click on PRINT.
13. You can now preview the selected items. You may single left click on ZOOM IN to make them larger. You may view successive pages by single left clicking on NEXT PAGE.
14. To print the selected items, single left click on PRINT.
15. At this time, you may print all pages, or you may select which pages to print.

All selected items on the SETTLEMENTS/ADJUSTMENTS window will print, including lined out items which have been corrected.

EXAMPLES:

To print a list during a certain period of time, select by DATE RANGE. Then sort by DATE.

To print a list of entities, sort by NAME. Then click on FILE from the Main Menu. Single left click on PRINT. You will get a list alphabetically. If you also wish to choose by date range, make that selection before sorting by NAME.

PURGING AND RESTORING DATA

Old data may be purged and archived. Data may be purged only by report from the REPORTS window. The report will remain on the REPORTS window, but data will be purged from that report. Purging of a report will only remove data not needed on subsequent reports. Therefore, no information appearing in the Settlements/Adjustments window may be purged. Purging of information is not recommended for reports less than two years old.

The user can only purge transactions from a report that has been marked as being 'filed', meaning that the user has completed entry of any and all transactions and has a FILED ON date on the report.

To purge data, follow steps 1 through 7.

1. Single left click on VIEW from the Main Menu.
2. Single left click on REPORTS.
3. Highlight the report to be purged.
4. Single right click on the highlighted report and single left click on PURGE from the Edit drop down list.
5. The software will display a 'Save As' dialog box which is asking the user under what name they want to save their dataset. (It is recommended that the file be saved in the same place and under the same name as it has previously been saved in order to avoid confusion.)
6. After saving the file, the program will display an 'Archive To' box where the user will name the archived file. (For example, use the report type and election, 'pre110700' or the report type and closing date of the report, 'semi063000'.)
7. This file will be saved as a text file. The program will create the file in the specified location.

To restore the data, follow steps 1 through 7.

1. Open the REPORTS window.
2. Single left click on FILE from the Main Menu.
3. Single left click on IMPORT ARCHIVED RECORDS.
4. An 'Open' dialog box will be displayed to allow the user to choose the text file they would like to import.
5. Select the text file to be imported, then open the file. The data will be restored to the file.
6. If the wrong file is selected, the program will not import the data.
7. If a report is created that would conflict with the information, the import will not be successful.

IMPORTING NAMES AND ADDRESSES

The IDIS software allows the user to import external entities from a file into the program. These entities may already exist in another database or can be created independently of IDIS (using spreadsheet or database software).

To import data, follow steps 1 through 9.

1. If you have not created a committee file, create that before attempting to import names and addresses.
2. Open the committee file in IDIS.
3. Single left click on VIEW and select INDIVIDUALS/ORGANIZATIONS.
4. Single left click on FILE on the Main Menu.
5. Single left click on IMPORT NAMES.
6. The Open Dialog box will be displayed.
7. Locate the file or folder that contains the Names. Note: This file to be imported must first be saved as a text file. (.txt)
8. Highlight the file and click the Open button.
9. The records should then import into IDIS.

Data to be imported must be in a specific format as follows:

Entity Type – IND (Individual – person), ORG (Organization – business, bank, etc.), STA (State Committee), LOC (Local Committee), S&L (State and Local Committee), or COM (Other Committee).

Last (Only) name – In the case of a person, the person's last name. In the case of a business or committee, the entire name.

First Name – An individual's first name.

Prefix – The name prefix or title for an individual. (Mr., Mrs., Miss., Ms., etc.)

Suffix – The name suffix for an individual. (Jr., Sr., II, III, etc.)

Filer ID – The ID issued by the State Board of Elections for the purpose of filing electronically. (Example: FID9999) The only record containing data in this field would be the record for the filing committee.

Street Address 1 – The street address of the entity.

Street Address 2 – If needed, a second address line. (Example: Suite 123, Apt. 4B, Box 123, etc.)

City – The city of the entity.

State – The two-letter postal abbreviation for the state of the entity.

Zip Code – The five or nine digit Zip Code of the entity. (Nine digit zip codes should contain a hyphen. Example: 60001-9999)

Phone Number – The phone number of the entity. (Numbers may contain either slashes or dashes. Example: 217/555-1212, 217-555-1212)

Employer – In the case of an individual (IND), the employer of the person.

Occupation – In the case of an individual (IND), the occupation of the person.

NOTE: Enclose each value with double quotation marks and separate each value with a comma (comma-delimited). All fields must be included. Include quotation marks and comma – even if no data exists for a field. Additionally, the last record in the file must be followed by a carriage return.

Examples:

Individual entity with Filer ID missing (not applicable) and Street Address 2 missing:

“IND”, “Smith”, “George”, “Mr.”, “Jr.”, “”, “1234 S Walnut”, “”, “Springtown”, “IL”, “60001”
“, “217-555-1212”, “ABC Meat Packing”, “Manager”

State and Local Committee with First Name, Prefix, Suffix, Employer, and Occupation missing:

“S&L”, “Citizens for Jones”, “”, “”, “”, “FID9999”, “525 S State St.”, “Suite21”, “Chicago”,
“IL”, “60001-9999”, “312/555-1212”, “”, “”

CREATING THE SEMI-ANNUAL REPORTING PERIOD FOR THE LAST HALF OF 2005

1. If you are not currently working in your committee file, single left click on **FILE** in the **MAIN MENU** at the top. Select **OPEN** or the name of your file if it is listed. If the committee file is already open, go to #2.
2. Single left click on **VIEW** and select **REPORTS**. Single right click on **NEW**.
3. Highlight **SEMI-ANNUAL REPORT** and click **OK**.
4. On **REPORT INFORMATION** window, enter reporting dates of **7/1/05** through **12/31/05**.
5. Highlight the report signer or add the report signer in the **SIGNED BY** window. Click **OK**.
6. The **SUMMARY PAGE** will appear. You may begin entering data into this semi-annual reporting period at this time.

CREATING THE PRE-ELECTION AND SEMI-ANNUAL REPORTING PERIODS FOR THE FIRST HALF OF 2006

1. Single left click on FILE in the MAIN MENU at the top. Select OPEN or the name of your file if it is listed.
2. Single left click on VIEW and select REPORTS. Single right click on NEW.
3. Highlight PRE-ELECTION REPORT and click OK.
4. On REPORT INFORMATION window, enter reporting dates of **1/1/06** through **2/19/06**; then enter election date of **3/21/06**.
5. Highlight the report signer or add the report signer in the SIGNED BY window. Click OK.
6. The SUMMARY PAGE will appear. Either begin entering data into this pre-election report or you may create the semi-annual reporting period at this time.
7. To create the semi-annual reporting period, click on VIEW and select REPORTS.
8. Right click in the REPORTS window, and select NEW.
9. Highlight SEMI-ANNUAL REPORT and click OK.
10. Enter reporting dates for the semi-annual report according to directions which tell you to enter 'First date after last pre-election report this year (or 1/1 or 7/1 if none)'. Enter reporting dates of **2/20/06** through **6/30/06**.
11. Highlight the report signer in the SIGNED BY window. Click OK.

If you look at the REPORTS window, you will see that you have created two separate reporting periods. You may enter data into either date range by going to the REPORTS window and highlighting the report which includes the dates of the information you want to enter. You may go back and forth between reports. The semi-annual report will cover the entire 1/1/06 through 6/30/06 reporting period when you view the report and when you file the report.

If you file the pre-election report before you finish entering all transactions, including expenditures, into that reporting period, create an amended pre-election report. Then enter the rest of your data for that 1/1/06 through 2/19/06 reporting period. Before filing your semi-annual report, put a FILED ON date on that amended pre-election report, and the semi-annual report will pick up all information entered for both the original pre-election report, the amended pre-election report, and the semi-annual report.

How to Create an A-1 for the March 21, 2006 Primary Election

1. Create the reporting period for the pre-election report for the March 21st primary election. If you have already created this reporting period, go to #2.
 - *To create the reporting period for the pre-election report, select VIEW from the main menu.
 - *Select REPORTS from the VIEW menu.
 - *Select pre-election report from the TYPE OF REPORT window. Click OK.
 - *Enter the reporting dates of **1/1/06** (or your date of creation) through **2/19/06**.
 - *Select from the Individuals/Organizations window the name of the person who will be signing the report. If that name is not already in your database, you must add it. Click OK.
2. Create the reporting period for the semi-annual report. If you have already created this reporting period, go to #3.
 - *To create the reporting period for the semi-annual report, select VIEW from the main menu.
 - *Select REPORTS from the VIEW menu.
 - *Select semi-annual report from the TYPE OF REPORT window. Click OK.
 - *Enter the reporting dates of **2/20/06**(or your date of creation – do not enter 1/1/06 as the beginning date) through **6/30/06**.
 - *Select from the Individuals/Organizations window the name of the person who will be signing the report. If that name is not already in your database, you must add it. Click OK.
3. Enter the receipt or receipts to be included on the A-1 from the SUMMARY page. (In order to add these receipts, you must have the report highlighted that covers the period beginning 2/20/06.)
4. If the REPORTS window is not visible, click on VIEW and select REPORTS.
5. Right click in REPORTS window and select NEW.
6. Select Schedule A-1. Click OK.
7. Enter election date of **March 21, 2006**, and select report signer.
8. Click OK and look at REPORTS window. The A-1 you have just created should be highlighted.
9. Click VIEW and select RECEIPTS.
10. Right click on entry you wish to report on the A-1 and click CLONE.
11. The entry you wish to file on an A-1 should appear in ITEM INFORMATION window.
12. Click OK.
13. Screen will roll back to RECEIPTS window and your selection will be shown with MEMO appearing beside it.
14. Repeat cloning process for any additional receipts you want to include on that A-1.
15. Return to REPORTS window.
16. Right click on the A-1.

17. Select FILE REPORT.
18. Enter FILED ON date.
19. Upload and file with the Board.

You may preview the A-1 by clicking on 'preview report hard copy' on the Tool Bar.

NOTE: You may file any number of receipts on a single A-1. However, once an A-1 is uploaded and filed with the Board, DO NOT use the same A-1 for subsequent filings. Doing so will result in duplicate filings of A-1 amounts.

TIPS FOR USING IDIS

- Take care not to enter the same name twice. In order to determine if a name has already been entered when adding a receipt or expenditure, single left click in the INDIVIDUAL/ORGANIZATION window, and type the first few letters of the name.
- IDIS will automatically total your entries. IDIS will automatically itemize amounts exceeding \$150. IDIS will automatically enter employer and occupation information for individuals contributing in excess of \$500.
- IDIS will automatically select the filing committee as beneficiary for an expenditure unless you make another selection.
- The 'Description/Purpose' field on the ITEM INFORMATION window for parts 4 (other receipts), 5, (inkind contributions), 6 (transfers out), 7 (loans made), and 8 (expenditures) has a drop down box from which you may select or you may type in your own entry. If you want to select from the preloaded list, single left click on the arrow and either scroll through the list or type the first letter of the purpose you want.
- IDIS will NOT tell you when an amount should be filed on an A-1.
- A loan entered will automatically appear as a Debt and Obligation.
- An investment, entered in 8I will automatically appear as an expenditure and also appear at the bottom of the D-2 and on an Investment Schedule.
- An investment partially or totally liquidated from the SETTLEMENTS/ADJUSTMENTS window will appear in part 4 as a receipt.
- A loan repayment (principal only) made from the SETTLEMENTS/ADJUSTMENTS window will automatically show as an Expenditure, and the change in the loan status will automatically be reflected in part 9 and on a Schedule C. (Interest payments on the loan must be entered separately as a part 8 expenditure.)
- To enter a debt other than a loan (for example, an unpaid bill), use Debts and Obligations on the SUMMARY PAGE.
- To repay a loan, forgive a loan, pay an outstanding debt other than a loan, liquidate an investment, partially liquidate an investment, or report changes in the value of an investment, select SETTLEMENTS/ADJUSTMENTS from the VIEW menu. Single right click on the item you are liquidating, making a payment on, or adjusting the value of, and select either SETTLEMENT or NONCASH ACCRUAL, whichever applies. NON-CASH ACCRUAL is used to adjust the value of an investment.
- A FILED ON date is necessary in order to actually file a report with the Board, but

simply putting a FILED ON date on a report does not actually file the report.

- The buttons at the top will only be active if they may be used in the window which is currently active.
- An address change on the filing committee may be indicated on any filing by checking the ADDRESS CHANGE box on the SPECIAL tab of the REPORT INFORMATION window. In order to actually change the address of the committee or any other name in the data base, go into INDIVIDUALS/ORGANIZATIONS window and highlight the committee name, then either double click left and make the change or single right click and select MODIFY and make the change, then click OK.
- At the top of the SUMMARY PAGE, these abbreviations are used. THISP.I means the total of itemized data entered during the current reporting period. THISP.U means the total of unitemized data entered during the current reporting period. CTD.I means calendar year to date totals of itemized data. CTD.U means calendar year to date totals of unitemized data. This does not include Debts and Obligations and Investments which are carried over until they no longer exist.
- The report and the reporting period will always appear in the lower right hand corner of the window. If you are trying to make an entry and it will not accept the date, check to make sure that you are working in the correct report.
- In the INDIVIDUALS/ORGANIZATIONS window, the RECEIPTS window, the EXPENDITURES window, and the SETTLEMENTS/ADJUSTMENTS window, you may click on the column headings and order the information numerically by amount, consecutively by date, or alphabetically by name.
- The information for the filing committee in the INDIVIDUALS/ORGANIZATIONS window must include the FID number (on SPECIAL TAB) in order to actually file the report with the Board.
- A paper copy may be printed for submission to the county clerk.
- Date entries will default to the current calendar year if no year is entered.
- If the SUMMARY page comes up totally blank, check the REPORTS window to make sure that the report you want is highlighted.
- Name your file and save the data frequently. We recommend the file be saved in the IDIS folder in the C drive. Do not save the data file on a network.
- When you finish your entries for the day, we recommend saving your data to a diskette.
- When loading the IDIS program, accept the defaults. Do not change the suggested

drive. If saved in a different drive, you may be unable to electronically file the report.

- Do create a new file for each political committee. Do NOT create a new file for each report. To create a new report, open the political committee's file, and add a new report in the REPORTS window.
- If a FILED ON date has been entered, you may still make changes in the report by removing the FILED ON date. This is done by single right clicking on the report, selecting FILE REPORT and removing the date.
- If a committee's date of creation is within a reporting period, a Statement of Organization must be created in order to establish the beginning date of the reporting period. If a Statement of Organization is not created, the beginning date of the report will default to 1/1 or 7/1.
- If the e-mail address or fax number entered in the Communication Settings is incorrect, the filer will not receive a receipt for the filing.
- Check number information will not appear on a report. It is available only for internal use.